



FSA Memo No. 48
November 1, 1999

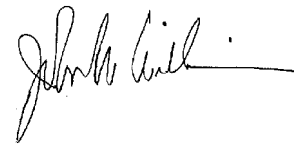
**United States
Department of
Agriculture**

Farm and
Foreign
Agricultural
Services

Farm Service
Agency

1400
Independence
Avenue, SW
Washington, DC
20250

To: FAS, FSA, and RMA Employees

From: Acting Deputy Administrator, Management 

Subject: Thrift Savings Plan (TSP) Open Season,
November 15, 1999, through January 31, 2000

Purpose This memorandum announces the TSP open season, that is being held from November 15, 1999, through January 31, 2000.

During the TSP open season, eligible employees may start, change, or stop contributions to their TSP account, and/or change allocations of future contributions among the 3 investment funds.

**Employees Eligible
to Participate**

The following employees are eligible to participate in TSP during this open season:

- employees whose latest appointment to a retirement-covered position was made **before** either of the following:
 - July 1, 1999
 - January 1, 2000, for employees who were previously eligible to participate in TSP
 - employees who stopped their TSP contributions before August 1, 1999, and want to restart contributions this open season.
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Distribution: All FAS, FSA, and RMA employees; State Offices relay to County Offices

Disposal Date: February 1, 2000

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**Employees
Eligible to
Contribute for
the First Time**

The following employees are now eligible to make an election for the first time under their current appointment:

- employees who were first hired or rehired from January 1, 1999, through June 30, 1999
- employees rehired from July 1, 1999, through December 31, 1999, who were previously eligible to participate in TSP.

Effective January 2, 2000, the Agency will begin contributing the Agency automatic 1 percent contribution into TSP accounts of all FERS and FSPS employees who become eligible to contribute to TSP during this open season. The Agency automatic 1 percent contribution will be made whether or not the employee elects to contribute to TSP.

**Investment
Funds**

Eligible employees may invest all or any portion of their TSP contributions in any of the following 3 investment funds:

- C Fund, Common Stock Index Investment Fund
 - G Fund, Government Securities Investment Fund
 - F Fund, Fixed Income Index Investment Fund.
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**Employees Not
Contributing to
TSP**

FERS and FSPS employees who are not contributing to TSP, but are receiving the Agency automatic 1 percent contribution, may invest all or any portion of the Agency automatic 1 percent contribution in any of the 3 investment funds.

Allocations to the 3 investment funds must be in increments of 5 percent.

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**Open Season
Material**

Employees who first become eligible to participate in TSP during this open season shall receive the following from their servicing personnel office:

- TSPBK08, "Summary of the Thrift Savings Plan for Federal Employees" booklet
- TSP-1, "Thrift Savings Plan Election Form"
- TSP-3, "Thrift Savings Plan Designation of Beneficiary Form".

Notes: NFC provides all eligible Federal employees with the update booklet with their earnings and leave statement.

County Office employees are provided with an update booklet by their State Office.

Current participants seeking additional information about TSP may obtain a summary booklet from their employing office.

**How to Make
Open Season
Election or
Change**

Employees who want to make an election or change shall:

- obtain TSP-1, revised 2/91 or later, from their employing office
- submit completed TSP-1 to their employing office by January 31, 2000
- process change by using Employee Express, if available.

Note: To access the Employee Express by telephone, employees shall use:

- 1-912-757-3086
- 1-800-827-6291

If either Netscape Navigator or Microsoft Internet Explorer is used, Employee Express may be accessed through the internet. The internet address is <http://www.employeeexpress.gov>.

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Effective Dates of Election

Following are the effective dates of open season elections.

IF TSP-1 is received in the employing office...	THEN the effective date is...
before January 2, 2000	January 2, 2000 (pay period 1).
after January 2, 2000 but before January 16, 2000	January 16, 2000 (pay period 2).
after January 16, 2000, but before January 30, 2000	January 30, 2000 (pay period 3).
After January 30, 2000, but before January 31, 2000	February 13, 2000 (pay period 4).

TSP-1's received during open season to cancel contributions will become effective the last day of the pay period that the employing office receives TSP-1.

**Overseas
Employees' TSP
Open Season
Elections**

To ensure that overseas employees' elections are received in a timely manner, either of the following methods may be used:

- the following information from TSP-1 may be forwarded to HRD, Domestic Operations Branch (DOB), Services Unit, by cable:
 - name and Social Security number
 - total whole percentage of pay or whole dollar amount that will be contributed each pay period
 - the percentage to be contributed into each fund
 - a statement indicating that the employee understands the risks involved if contributions are made to the F or C fund
- FAX a copy of TSP-1 to HRD, DOB, at 202-418-9129.

Employees shall also mail the original TSP-1 to HRD at the following address:

FSA, HRD, DOB, SERVICES UNIT
STOP 0594
1400 INDEPENDENCE AVE., SW
WASHINGTON, DC 20250-0594.

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Monthly Rates of Returns

See Exhibit 1 for the C, F, and G funds' monthly returns for the last 12 months.

National Office Contact

National Office employees shall contact the appropriate office according to this table for information.

IF employee needs to...	THEN...
<ul style="list-style-type: none">• obtain TSP forms• obtain a plan summary booklet	<ul style="list-style-type: none">• go to Room 0086-South• go to Room 5700, L Street• download form from the Internet @ http://www.tsp.gov• contact the Services Unit at 418-9135 or 418-9136.
verify TSP election	contact the Services Unit at 418-9135.
submit TSP-1	<ul style="list-style-type: none">• place in HRD mailbox in Room 0419-South• deliver to Room 5700, L Street• mail to: HRD, DOB, Services Unit STOP 0594
obtain policy information or guidance	<ul style="list-style-type: none">• go to Room 5700, L Street• contact the Performance Management, Benefits, and Awards Branch at 418-9021 or 418-9039.

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**Field Office
Contact**

Field Office employees shall contact the appropriate office, according to this table, for additional information.

Location	Contact
<ul style="list-style-type: none">KCMOKCCOAPFORMA Kansas City OfficesSt. Louis	servicing personnel technician, Processing Section, Personnel Division, KCMO, at 816-926-6225, or TDD 816-926-7440
<ul style="list-style-type: none">RMA, Regional Service and Compliance OfficesFAS Overseas EmployeesFSA State Administrative Officer	Darla Hensley, HRD, PMBAB, at 202-418-9021 or Susan Brown, HRD, PMBAB, at 202-418-9039
State and County GS Employees	State Office, Administrative Division
County Office CO Employees	CED

**TSP Information
on the Internet**

TSP forms, publications, and the monthly rates of return are available on the Internet at <http://www.tsp.gov>.

TSP Fact Sheet



THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

October 8, 1999

Months	C Fund	S&P 500 Stock Index	F Fund	Lehman Brothers U.S. Aggregate Bond Index	G Fund
1994 (Jan. - Dec.)	1.33%	1.32%	(2.96%)	(2.92%)	7.22%
1995 (Jan. - Dec.)	37.41%	37.58%	18.31%	18.47%	7.03%
1996 (Jan. - Dec.)	22.85%	22.96%	3.66%	3.63%	6.76%
1997 (Jan. - Dec.)	33.17%	33.36%	9.60%	9.65%	6.77%
1998 (Jan. - Dec.)	28.44%	28.58%	8.70%	8.69%	5.74%
1998					
October	8.19%	8.13%	(.52%)	(.53%)	.41%
November	6.04	6.06	.56	.57	.42
December	5.76	5.76	.30	.30	.43
1999					
January	4.19	4.18	.71	.71	.42
February	(3.09)	(3.11)	(1.74)	(1.75)	.38
March	3.99	4.00	.54	.55	.47
April	3.86	3.87	.29	.32	.46
May	(2.36)	(2.36)	(.89)	(.88)	.47
June	5.54	5.55	(.33)	(.32)	.49
July	(3.14)	(3.12)	(.43)	(.42)	.52
August	(.50)	(.50)	(.05)	(.05)	.53
September	(2.78)	(2.74)	1.15	1.16	.51
Last 12 Months	27.74%	27.80%	(.43%)	(.37%)	5.66%

Percentages in () are negative.

The C Fund is invested in the Barclays Equity Index Fund which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund which tracks the Lehman Brothers U.S. Aggregate bond index. The G Fund is invested in special issues of U.S. Treasury securities.

The monthly C, F, and G Fund returns represent net earnings for the month, after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month. The C, F, and G Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis.

The C and F Fund returns vary from the index returns because of C and F Fund expenses, changing balances in the C and F Funds, and differences in returns between the Barclays funds and the underlying indexes. The index returns are time-weighted: they assume constant dollar balances invested during each month and throughout the period.

Future performance of the three funds will vary and may be significantly different from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.

Federal Retirement Thrift Investment Board